

**HOW DO I REGISTER FOR CLASSES BEFORE THE FIRST DAY OF CLASSES:**

**You may register ONLINE via Student Information System. You will receive a confirmation of enrollment after each successful add/drop.**

- Visit [www.wlac.edu](http://www.wlac.edu) and click “REGISTER”
- Enter the LACCD ID # and Pin (birth month & day). For example Jan 15th = 0115.
- From the registration screen make sure to select West Los Angeles College, the correct semester and year, and “ADD” as the action option.
- Click “CLASS SEARCH”
  - Choose the subject and click “Next”
  - Choose the course and click “Next”

Review the available courses and click on the “SECTION NUMBER” for the course you wish to enroll in. If you receive the message, “NO CLASSES TO DISPLAY”, this means that all courses are full. Click “PREVIOUS” and continue your search for other classes. Repeat this process to register for other classes.

**HOW DO I REGISTER FOR CLASSES AFTER THE FIRST DAY OF CLASSES?**

**You may only add the class with an ADD PERMIT from the instructor. Please review the steps below to obtain an ADD PERMIT from the instructor:**

- If the On-Campus class you wish to add is full, go directly to the classroom on the first day of class and request an ADD PERMIT from the instructor. If the instructor grants you a permit, you will need to submit it to the Office of Admissions & Records for processing.
- If the Online Class you are trying to register for is full, you will need to email the instructor and request to be added. Please visit [www.wlac.edu/online](http://www.wlac.edu/online) to obtain instructor’s email addresses, to review online offerings, and for additional information about online courses.

**I AM UNABLE TO REGISTER FOR THE CLASS. WHAT DO I DO?**

Please review the reason code you receive after attempting to register and take the corresponding action. There are several reasons why you may be unable to register:

1. Your **registration appointment** has not yet begun. Review your student account and confirm your registration appointment then register on the date/time requested.
2. The **class began** and you are now required to obtain an add permit from the instructor (see instructions above).
3. The **class is closed**. This class is reserved for students in a particular program. You cannot add the class.
4. The **class is full**. Our online schedule of classes provides course enrollment estimates and are not exact. The class may have filled after the most recent update. You can continue trying to add the class in subsequent days to determine if a spot has become available or you will need to try to obtain an ADD PERMIT (see instructions above).
5. You are an **international student** and must the International Student Program for additional advisement.
6. You have an **inactive student account** and must submit a new application.
7. You have prior **holds issued within the Los Angeles Community College District**. Resolve these holds at the college indicated.
8. You have not provided evidence of meeting **prerequisite requirements**. You will need to petition for prerequisite completion waiver with Admissions & Records at West or complete the assessment exam for appropriate course level placement.

**HOW DO I MAKE AN APPOINTMENT FOR THE ASSESSMENT TEST?**

You must complete the West ExpressWay before you can schedule an assessment test

- Visit [www.wlac.edu](http://www.wlac.edu) and click “ADMISSIONS”
- Click “EXPRESSWAY” and Sign in (top, right) . Use the LACCD ID # and pin.
- If you cannot access West ExpressWay using your LACCD ID # and pin, please contact (310) 287-4462 for a resolution.